Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Rachel Linkkila
Director of Finance and Operations

Phone (860) 537-7233
rlinkkila@colchesterct.org

Memo

To: Daniel P. Sullivan, Jessica Kuckel, Amy Begue, Chris Bennett, Elise Butson, Judy O'Mara, Eve Hurly, Andrew Barillari, Pauline Goetz, and Barbara Johnson.
From: Rachel Linkkila
Re: Budget Process and Timeline
Date: October 25, 2024

It's that time of year again when we begin preparing the budget for the upcoming school year.

Below are some important dates to remember:

- Narratives and requested budgets must be submitted to the Finance Department before Thanksgiving Break.
- All budget requests will be compiled into one budget for review by the Superintendent before Christmas Break.
- The Superintendent, Assistant Superintendent and Director of Finance and Operations will meet with Administrators to review their submitted budgets, in January.
- Superintendent will finalize the proposed budget and present to the Board of Education, in February.

I will be emailing your budgets to you shortly in excel format.

- Please only fill out information that is highlighted in yellow, with the exception of Maintenance who will fill out information that is highlighted in red.
- Confirm that the correct employees are listed with the correct positions if any corrections need to be made to employees positions please email the corrections to me.
- For Additional Staff Hours please fill in the number of hours anticipated and finance will calculate the total cost.

If you have any questions please don't hesitate to reach out to me.